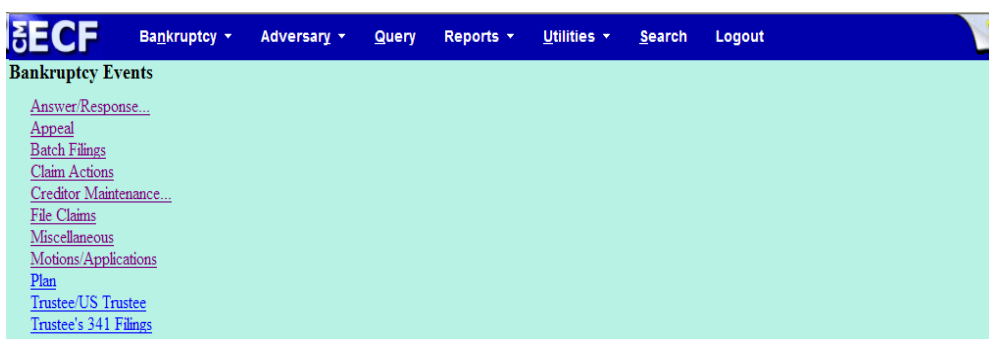


## Trustee Report Events

The Trustee/U.S. Trustee hypertext link lists routine trustee events grouped together for ease and efficiency. The following instructions will guide you through the Electronic Case Filing (ECF) system for Trustee/U.S. Trustee report events. Although the example in this module specifically shows an **Appointment Rejection**, the same steps would be followed for other filings.

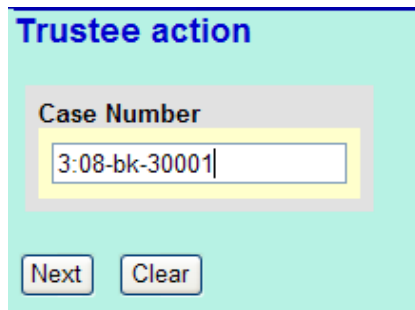
**STEP 1** Click on [Trustee/US Trustee](#) hypertext link under Bankruptcy from the ECF main menu. (See Figure 1.)



**Figure 1**

**NOTE:** Your menu will vary from the one displayed in Figure 1 depending on what permissions are needed.

**STEP 2** The **CASE NUMBER** screen will appear. (See Figure 2.)

The screenshot shows a web interface titled "Trustee action" in blue text. Below the title is a light gray box containing the text "Case Number". Inside this box is a text input field with a yellow border containing the text "3:08-bk-30001". Below the input field are two buttons: "Next" and "Clear", both with a light blue background and a thin border.

**Figure 2**

- ◆ Enter the case number in YY-NNNNN format, including the hyphen.
- ◆ Click on the **[Next]** button to continue.
- ◆ Verify the case number and case name.
- ◆ If the case number and name do not match your document, click on the Internet Explorer **Back** button to re-enter the case number.

**NOTE:** If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again. You may use the browser **[Back]** button at any time during this process to verify former screens until the final submission.

**STEP 3** The **EVENT TYPE** screen will appear. (See Figure 3.)

The screenshot shows a web interface titled "Trustee action". At the top, there is a text input field containing "08-30001 Spring Flowers" and a prompt: "Start typing to find another event. Hold down Ctrl to add additional items." Below this is a list of "Available Events (click to select events)". The list includes: Amended Proposed Distribution of Dividends, Appointing Successor Trustee, Appointment Rejection (highlighted in blue), Appointment of Ombudsman, Bond, Chapter 12 Trustees Final Report and Account, Chapter 13 Trustees Final Report and Account, Chapter 7 Trustees Final Accounting, Chapter 7 Trustees Final Report-Asset Case, Determine Value of Property, Meeting of Creditors Not Held - Chapter 7, 11, 12, Misstatement of Income, Notice of Abandonment, Notice of Appointment of Unsecured Creditors' Committee, Notice of Plan Completion-Chapter 13, Notice to Deposit Funds into Court Registry, Order to Deduct Wages, Order to Stop Deduction of Wages, and Report of Sale. To the right of the list is a "Selected Events (click to remove events)" box containing "Appointment Rejection". At the bottom left are "Next" and "Clear" buttons.

**Figure 3**

- ◆ Use the ▼ arrow to the right of the box to scroll through the event list to select the document to be filed. Click to highlight **Appointment Rejection**. Click on the **[Next]** button to continue.

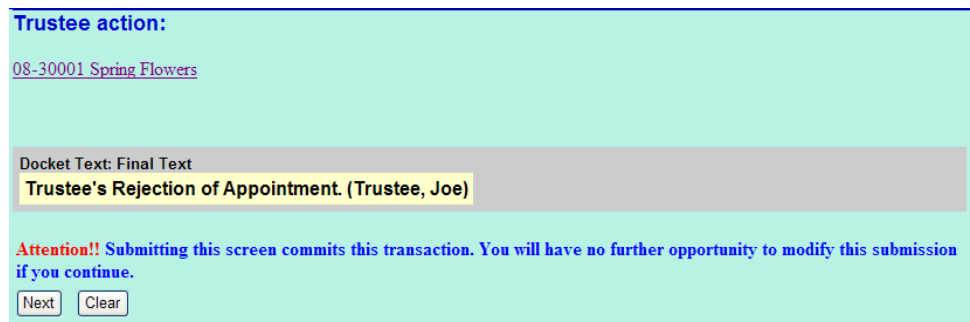
**STEP 4** The **PDF Document** screen displays. (See Figure 4.)

The screenshot shows a web interface titled "Trustee action:". It contains the text "08-30001 Spring Flowers" and a prompt: "Select the pdf document (for example: C:\199cv501-21.pdf)". Below this is a "Filename" label and a text input field containing "S:\Training\PDF\_ECF\_Training\Appointm". To the right of the input field is a "Browse..." button. Below the input field is a label "Attachments to Document:" followed by two radio buttons: "No" (selected) and "Yes". At the bottom are "Next" and "Clear" buttons.

**Figure 4**

- ◆ Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located and select it with your mouse.
- ◆ Click **[Next]**.

**STEP 5** The **FINAL TEXT** screen will appear. (See Figure 5.)



The screenshot shows a web interface for a trustee action. At the top, it says "Trustee action:" in blue. Below that is a link "08-30001 Spring Flowers". A grey box contains the text "Docket Text: Final Text" and "Trustee's Rejection of Appointment. (Trustee, Joe)". Below the grey box, a red "Attention!!" message states: "Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue." At the bottom are two buttons: "Next" and "Clear".

**Figure 5**

- ◆ This is the last screen you are allowed to go BACK for changes or to abort by selecting any other selection on the Main Menu Bar. When you click **[Next]** to continue, this event becomes an official entry on the docket sheet.

**STEP 6** The **NOTICE OF ELECTRONIC FILING** is produced and displayed. (See Figure 6.)

**Trustee action:**

[08-30001 Spring Flowers](#)

**U.S. Bankruptcy Court**  
**Western District of Kentucky**

Notice of Electronic Filing

The following transaction was received from Trustee, Joe entered on 9/4/2008 at 3:54 PM EDT and filed on 9/4/2008

**Case Name:** Spring Flowers  
**Case Number:** [08-30001](#)  
**Document Number:** [33](#)

**Docket Text:**  
Trustee's Rejection of Appointment. (Trustee, Joe)

The following document(s) are associated with this transaction:

**Document description:**Main Document  
**Original filename:**S:\Training\PDF\_ ECF\_ Training\Appointment Rejection.pdf  
**Electronic document Stamp:**  
[STAMP bkecfStamp\_ID=996699402 [Date=9/4/2008] [FileNumber=19829-0] [91dfbe2bc86798d91a6eccce2255994093148a862668ef530cca5d3b2a89ce07e33f9055fb9b73a84c8034cd08ad5aebf8b26ff6d40234944b8e71b269aadad51]]

**Figure 6**

- ◆ If an image was associated with this filing, clicking on the document number hyperlink will present the PDF image of the petition just filed. (There is not a document associated with this filing.)
- ◆ To print a copy of this receipt click the browser **[Print]** icon.
- ◆ To save a copy of this receipt, click **[File]** on the browser menu bar and select **Save Frame As**.
- ◆ Description of **Notice of Electronic Filing**.
  - Hyperlink to docket sheet
  - Date and time stamp information
  - Case Title
  - Case number hyperlink to docket sheet (if one exists)
  - Docket text
    - Annotated text in italics
    - Text produced from docket event
    - Attachment type, description and attachment number which is a hyperlink (if one exists) to the PDF file of the attached document.

**Notice will be electronically mailed to:**

Any party on the case who has registered their e-mail address with the court will be listed here with their current e-mail address, not their street address.

**Notice will not be electronically mailed to:**

Name and address of other parties on the case who have not furnished their e-mail address with the court.